

# **Instructions for Submitting a Comprehensive Community Plan** ***Or*** **Plan Update**

## **Background Information**

Local Coordinating Councils in all of Indiana's 92 counties are charged to develop and implement a **Comprehensive Community Plan** to reduce substance abuse and use by addressing a range of substance abuse reduction strategies that include prevention/education, treatment and justice/law enforcement initiatives.

Indiana law requires that Local Coordinating Councils, (LCCs), submit a "**Comprehensive Community Plan**," to the Governor's Commission for a Drug Free Indiana, for approval by the Commission. The Commission requires a new Comprehensive Community Plan be submitted every three years. An LCC will submit a "**Plan Update**," to the previously approved Comprehensive Community Plan annually. The Comprehensive Community Plan and/or Plan Update is to provide the LCC with their action plan for the next year. The Comprehensive Community Plan is designed to be a "fluid" document. The LCC is encouraged to make amendments and changes to the document based on supportive data and progress or lack thereof. Should the LCC choose to make changes during the update, documentation for the changes must be included.

## **Comprehensive Community Plan**

Preparation of the Comprehensive Community Plan, (CCP), is an important community process that offers an opportunity to assess community strengths and weaknesses, identify resources and make recommendations for change. Specifically, Indiana Code 5-2-6-16 (4), directs LCCs to work to, "identify community drug programs, coordinated community initiatives, design comprehensive, collaborative community strategies, and monitor anti-drug activities at the local level." The needs of all *demographics* of the community should be considered in the development of the CCP.

The Comprehensive Community Plan must incorporate the following three initiatives to address local problems related to alcohol, and other drugs:

- Prevention/Education
- Intervention/Treatment
- Justice/Enforcement

The Comprehensive Community Plan serves as the plan for Local Coordinating Council and community substance abuse reduction efforts, which includes those programs or strategies that receive money from the County Drug Free Communities Fund. In accordance with Indiana Code 5-2-11-5, LCCs will submit the approved CCP to their County Commissioners, as the legislative body, for allocation of funds. A plan must be submitted and approved by the Governor's Commission for a Drug Free Indiana prior to accessing the County Drug Free Communities Fund. Technical assistance with preparation of the CCP or update is provided by the Community Consultants.

### **Comprehensive Community Plan Components**

Local Coordinating Councils are to follow a standard format for submitting their Comprehensive Community Plan. The CCP will include the following sections in the order shown:

**Cover Page:** Please include the following information:

- Name of the county
- Name of the Local Coordinating Council
- Contact person's name, address, telephone and email address
- Month and year of plan submission and plan update
- Address of County Commissioners and name of board president

**Plan Summary:** The plan summary should provide basic LCC information as well as a synopsis of the plan. Please address the following topics in the plan summary:

- Mission Statement of the LCC
- A brief history of the LCC, including geographic and demographic descriptions
- Summary of the comprehensive plan

**Local Coordinating Council Membership:** Provide a listing of all LCC members as well as their organization and areas of representation. This may include some or all of the following areas:

- Religion
- Government
- Law enforcement
- Civic organizations
- Education
- Media
- Judiciary
- Treatment
- Business
- Medicine
- Youth
- Parent
- Self-help
- Labor

Please include the gender and race of each member. Each LCC is expected to develop membership that represents the diversity of the community, as well as organizations and individuals who have a vested interest or ability to impact substance abuse and use issues in the community.

### **Local Drug Free Communities Fund Information**

The following information must be included with the plan, the plan updates and submitted in the “Local Drug Free Communities Fund Information” document.

- Amount deposited into the drug free communities fund during the most recent, complete *calendar* year, as reported by the county auditor.
- Fund allocation by category, including a brief description of the purpose of the grant funding, i.e., Handbooks for Life Skills program. The description must include what was purchased or provided with the funds.
- Describe the grant process and requirements for the grantees.
- In the table, provide the percentage of dollars approved and percentage of dollars awarded in each category. Both of these columns should equal 100%. Additionally provide the actual dollars approved along with the actual dollars awarded in the requested columns per category.
- Total number and dollar amount of grants requested in each of the three categories.
- Provide a separate category for administrative expenses. This should include all expenses incurred to administer the funds for prevention, treatment and criminal justices services as defined by statute in IC 5-2-11.
- Provide amount of any unused dollars from previous years.

### **Problem Statements**

The problem statements identify the underlying issues in the community as they relate *specifically* to alcohol and drug use and abuse. The problem statements should:

- Identify specific problems in the community that can be supported with quantifiable data.

Needs Assessments and other community surveys, focus groups and resources will assist the LCC in developing clear, concise problem statements.

**Problem Statement Example:** High school students in XXXX County report higher consumption of alcohol in the last thirty days than the state average.

*LCC’s should use the logic model to further define the problem and choose objectives.*

### **Supportive Data**

The data should be current and specific to the community. The data can be supplied through statistics, surveys, & reports and records from various agencies and entities. *(This section is crucial for establishing baseline information, trend development and developing realistic, measurable goals).*

**Example:** Probation reports that 20 of 55 juvenile probationers are alcohol related in 2006.

**Example: Supportive Data Update Year One**

Probation reports 25 of 40 juvenile probationers are alcohol related in 2007.

*Supportive data should be the same from year to year, to provide for consistency in measuring benchmarks. However, new sources can be added if available. These new sources should further support the existing problem or support the need to amend the problem statement.*

### **Objectives/Outputs**

These are outputs or strategies the LCC will use to address the identified problem and achieve the goal. These objectives should be within the capacity of the LCC to fulfill.

- The objectives do not have to be limited to funding requests. They can be based on collaboration with other entities and programs.
- The objectives must be related to achieving the goal of the identified problem. The updates for objectives should include “outputs”- Products of a program or activities.
- The objectives may also include activities the LCC plans to engage in over the course of the year.

**Example:** 1. Provide financial assistance for alcohol related material for the high schools.

**The update would provide the outputs of funding. For example:**

The local high school provided 500 brochures regarding the dangers of underage drinking.

### **Goal/Outcomes**

These are measurable, realistic expectations that can be achieved by fulfilling the objectives outlined in the problem statement. The goal is directly related to the problem statement and supportive data.

**Example:** Drop below the state average for high school alcohol consumption.

**Benchmarks:** Benchmarks document annual progress toward achieving the goal.

**Example:** We have experienced a 2% decline in alcohol related juvenile offenses.

### **Comprehensive Community Plan Update**

This annual report documents progress, or lack thereof, made over the previous year toward implementing the objectives and achieving the goals outlined in the Comprehensive Community Plan. Each problem statement will include current supportive data, identification of objectives that have been implemented and progress toward achieving the goals.

### **Plan Approval**

The updates will be reported in the current Comprehensive Community Plan. The plans and plan updates will be reviewed by the staff for the Governor's Commission for a Drug Free Indiana. The local coordinating councils and county commissioners will be notified in writing of the approval or denial of the plans.

**Any plan not submitted to the Program Manager by the due date will result in an immediate denial letter, therefore freezing the LCC's funds. In the event an extension is necessary, the request must be submitted no later than the 15<sup>th</sup> day of the month the plan is due. Additionally, the LCCs will be given 15 days, to make any revisions recommended by the Program Manager. Once the revisions are received or the 15<sup>th</sup> day, whichever comes first, the plan will be submitted to the Program Manager for review. Should staff request additional information or clarification; the CCP will be returned to the LCC with the recommended changes. The LCC will then have 15 days to make the requested revisions. If no revisions or changes are received, commission staff has authority to send a denial letter, thereby freezing the LCC funds until the changes are complete.**

If the extension is granted, the LCC is responsible for completing the plan by the extended due date. During this time, the LCC DOES NOT have an approved plan, and therefore, cannot grant dollars or expend new administrative dollars until the plan is approved. If the LCC does not submit a request for an extension, and the plan is not turned in to the Substance Abuse Services Division Director by the due date, a letter of denial will be sent to the County Commissioners and County Auditor, notifying them the LCC does not have an approved plan and therefore cannot allocated any dollars from the County Drug Free Fund.

***Example:** The plan is due December, however, the LCC is requesting a 30-day extension. The request for extension MUST be received prior to the 15<sup>th</sup> of December.*